



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 3/14/18	<u>Interviewer:</u> Sue Guenter-Schlesinger	RFA #18 – 33
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u>		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male x Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student x
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

- | | | | | |
|--|--|---|--|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
3/14/18	[REDACTED] calls EOO, speaks to Hailey Chittick	[REDACTED] would like to file a complaint due to Western not properly accommodating her son, [REDACTED]. Provided contact information.
3/14/18	SGS calls Jon McGough	SGS trying to get more background information from DRS about [REDACTED]
3/15/18	[REDACTED] calls EOO, speaks to Lynae Rickman	Checking on status of 3/14/18 phone call.
3/15/18	SGS calls [REDACTED]	SGS explains that due to FERPA, she cannot talk to [REDACTED] directly about [REDACTED] accommodation. SGS expresses she is happy to meet with [REDACTED] to resolve the situation informally and that [REDACTED] is welcome to file a formal discrimination complaint with the EOO. SGS provided contact information for [REDACTED] to pass along to [REDACTED] to have him reach out to EOO.

4/3/18	Email from [REDACTED] [REDACTED] father)	Email attaches written formal complaint. Email sent to Sabah Randhawa and Sue Guenter-Schlesinger
4/4/18	SGS t/c with Jon McGough	
4/4/18	SGS emails Sabah Randhawa	SGS indicates she has had a preliminary discussion with Jon McGough. SGS asks President Randhawa if he would like for SGS to follow up with Vice President Melynda Huskey.
4/6/18	Letter from [REDACTED] [REDACTED] received by EOO	Original hard copy of written formal complaint letter received via certified mail.
4/7/18	Sabah Randhawa emails SGS	President Randhawa confirms he would like SGS to follow up with Vice President Huskey.
4/9/18	SGS provides copy of letter to Melynda Huskey	Meeting scheduled for 4/11/18.
4/11/18	Lynne Walker (on behalf of Melynda Huskey) t/c to EOO	Vice President Huskey unable to meet as previously scheduled. Meeting rescheduled for 4/13/18.
4/13/18	Lynne Walker (on behalf of Melynda Huskey) t/c to EOO	Vice President Huskey unable to meet as previously scheduled. Meeting rescheduled for 4/18/18.
4/18/18	SGS meets with Melynda Huskey	Vice President Huskey indicates she will follow up with [REDACTED].
6/25/18	SGS calls VP ESS Melynda Huskey to follow up on result of her interface regarding [REDACTED] concerns	<p>Melynda had several email exchanges and phone call with [REDACTED] parents and agreed that [REDACTED] would come and talk with Melynda. This date was pushed back due to a death in their family.</p> <p>About two weeks ago (early June) [REDACTED] met with Melynda and [REDACTED] described a situation where he felt he should be reimbursed for \$1100 tuition. Melynda concurred after talking with [REDACTED] and is working with the Foundation to find this reimbursement.</p> <p>Melynda indicated that [REDACTED] did not want to pursue an EO discrimination complaint.</p>